



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Financial Advisor Burlington International Airport

POSTING DATE: October 29, 2014

RATE OF PAY: \$75,124

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: November 12, 2014

POSITION STATUS: Full Time

CLASSIFICATION GRADE: 26

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the overall day-to-day management of accounting functions of the Burlington International Airport. This position would oversee all Financial Management including the monthly closing process and preparation of monthly financial statements, cash flow management and reporting, budgeting and forecasting, best practices, processes and internal controls. This position is under the direction and guidance of the Director of Aviation and is responsible for the provision of financial data and guidance as to the operational functions of the Burlington International Airport. Additionally this position will work closely with the City of Burlington Clerk Treasurer's office in regard to financial matters following budgetary practices, policies and procedures set for all City departments under the authority of the Chief Administrative Officer.

ESSENTIAL FUNCTIONS:

- As part of Burlington International Airport's senior management team, this position is responsible for managing all financial functions, including accounting, information services, billing and collection, accounts payable, cash flow, internal controls, and financial reporting, in accordance with generally accepted accounting practices and applicable Vermont State and Federal law, City Charter provisions and rules and regulations as adopted by the Board of Airport Commissioner and the Burlington City Council.
- Abides by and regularly review the Memo of Understanding relating to the execution of Airport finances.
- Is responsible for overall performance of Finance function through leading, hiring, training, managing and conducting performance reviews of all Airport Finance staff.
- Under the day to day guidance of the Director of Aviation and the Chief Administrative Officer, leads the preparation of BTV's annual Operational Plan and budget, by establishing timelines; collecting, consolidating and analyzing financial data; preparing schedules, forecasts and analysis for review by the BTV's management team
- Ensures BTV remains on course financially with budgeted objectives by ensuring that the books are closed accurately and reports produced in a timely manner each month and leading the monthly review of performance against operational plan and budget
- Is responsible for analysis of all aspects of business operational and financial performance.
- Serves as airport financial advisor to the Airport Commission, Director of Aviation and his/her staff.
- Makes presentations regarding financial results, including budget compliance to senior staff and Airport Commissioners.
- Ensures that BTV consistently manages approved budgetary allocations, making recommendations and taking actions to ensure that cash flow goals are always met.
- Interfaces with City of Burlington's Accounting Office to ensure complete transparency regular updates, and that BTV is following city accounting policies and procedures.
- Ensures timely federal, state and local financial reporting requirements and compliance.
- Oversees, manages, and maintains BTV's financial systems.
- Oversees, manages and maintains billing, provisioning and financial reporting data, systems and analysis, using periodic audits to ensure timeliness and accuracy.

- Provides clear framework for financial decisions by establishing and ensuring compliance with best practices policies and procedures.
- Assists in the development of Burlington International Airport's strategic plans and coordinates work with other managers.
- Maintains effective working relationships with airline and tenant partners, airport and city employees, and the financial community, including bankers, credit analysts, auditors and financial advisers.

Non-Essential Job Functions:

- Performs other tasks as may be assigned.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in finance, accounting, with a CPA, or Master's in Business Administration, Master's in Public Administration required.
- Minimum of 10 years experience working in relevant position(s).
- Experience with municipal or airport finance required, enterprise fund preferred
- Familiarity with airport revenue sources and FAA's federal grant program a plus but not required.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Cost Accounting/Budgeting/Cash Flow Management/KPI/GL/AP/AR/PR/Report Writers
- Detail-oriented with the ability to execute tasks efficiently and effectively.
- Possess a high level of comfort in working both independently and with a team.
- Advanced working knowledge of MS Windows operating systems and MS Office with a high level of proficiency in Excel required.
- Excellent interpersonal skills including the ability to motivate and manage a small team, effective communications up and down the organization with a desire to learn and to teach.
- Strong analytical and modeling skills, coupled with an understanding of how figures and data add context to decisions.
- Ability to effectively and professionally represent the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to demonstrate solid judgment and the utmost level of confidentiality.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines.
- Regular attendance and availability to respond to emergent and time-sensitive situations including the ability to work nights, weekends and holidays.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.